

## **"Freedom of Information: Request Letter"**

Town of Fishkill, Town Clerk  
807 Routes 52  
Fishkill, NY 12524

Dear Records Access Officer:

Under the provisions of the New York Freedom of Information law, Article 6 of the Public Officers law, I hereby request records or portions thereof pertaining to,

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(attempt to identify the records in which you are interested as clearly as possible on the attached Request Form).

- If there are any fees for copying the records requested, please inform me before filing the request (or please supply the records without informing me if the fees are not in the excess of \$\_\_\_\_\_).

As you know the Freedom of Information Law requires that an agency respond to a requesting within five (5) business days or receipt of a request. Therefore, I would appreciate a response as soon as possible and look forward to hearing from you shortly.

If for any reason any portion of my request is denied, please inform me of the reasons for the denial in writing and provide the name and address of the person or body to whom an appeal should be directed.

Sincerely,

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Written Signature of Requestor

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Printed Name of Requestor

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Address

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City

State

Zip Code

# REQUEST FOR COPY OF RECORDS(S) IN THE CUSTODY OF THE TOWN OF FISHKILL

(Please print all requested information)

Description of record Requested:

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Name of Department in which record (or file) may be found:

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Number of pages to be copied: \_\_\_\_\_

(Fee to be charged is twenty-five cents per page)

Name of Requestor

Address

City

State

Zip Code

(     ) -

Phone number

Date of Request